U.S. Army Corps of Engineers, Fort Worth District
Finance and Accounting Branch
Commercial Credit Card – VISA CEFMS S.O.P.

I. **PURPOSE** – The Standard Operating Procedures outlined are to provide guidance to the Commercial Credit Card – VISA users in performing their Corps of Engineers Financial Management System (CEFMS) functions. All policies outlined in SWFOM 715-1-3 should be followed in applying these procedures.

II. **APPLICABILITY** – This S.O.P. is intended for all credit card holders of the Fort Worth District and Southwestern Division Office.

III. **PROCEDURES**.

A. Initial Cardholder System Requirements. (Appendix A.)
B. Step-by-step Procedures for Credit Card Purchases. (Appendix B.)
C. Training Payments with Credit Card. (Appendix C.)
D. Credit Card Credit Module Procedures. (Appendix D.)

APPENDIX A.

Initial Cardholder System Requirements.

Each new cardholder must provide the following:

1. **Access Control Worksheet** – signed by their Supervisor to CESWF-RM-F. Cardholder needs permission – Other Purchases Obligation Authority, Approving official need permissions – Other Purchases Approver and Other Purchases Certifier.

2. **Cardholder data** (Credit card #, Expiration date, Approving official and Alternate approving official) must be provided and coordinated with CESWF-CT, POC: Gwen Musgrove.

   Also any changes to any of this data in the future needs to be coordinated through CESWF-CT, POC: Gwen Musgrove.

APPENDIX B

STEP-BY-STEP PROCEDURES
For CREDIT CARD PURCHASES

Overview:

1. Create Credit Card PRAC.
2. Get PRAC Approved/Certified. (Misc. Purchase Approve/Certify)
3. Place order with Vendor.
4. Obligate Credit Card PRAC. (Misc. Purchase Obligation)
5. Upon arrival of goods/service, Create Misc. Purchase Receiving report.
6. Each month after credit card statement arrives, create Credit Card Monthly Statement. (Don't forget to record obligation numbers on actual statement. This is most helpful in the event of a credit in the future.)
7. Have Approving Official approve monthly statement.
8. Send approved Invoice to CESWF-CT.

DETAILS:

1. **Create a Credit Card PRAC**.

[Path to screen 2.34(Purchase Request Create/Update screen): 3, 5, 4, 3, 7, and then 5] Follow the screen instructions in completing the required fields.

Upon completion of creating your PR Line Items, go to
<u>CTRL F6 – Other Misc. Purchases screen(2.361)</u>.

In this screen you will select your Approving Official's vendor record. The **Vendor_id** code is 'US####' with #### being the approving official's last four digits of their billing account number. (This is NOT your account number.)

Vendor for Credit Card Purchase: the third-party vendor that you are making the purchase from. You can select them from the F4 list OR TAB to the name field and type in the name of the vendor.

Receiving Org: select the organization code which will receive the goods/service.

Employee ID: Select the cardholder record. Be careful if you have more then one account (sequence #). Both accommodation check accounts and credit card account records will show up.

2. **PRAC approval/certification** – Someone other than the originator needs to approve/certify the PRAC through screen 2.35 (option #9). Separation of these two duties is required.

APPENDIX B (cont.)

STEP-BY-STEP PROCEDURES
For CREDIT CARD PURCHASES

3. Cardholder will place order with vendor.

4. **Misc. Purchase Obligation** – Cardholder will pull up the PRAC in screen 2.360 and obligate. If the PRAC does not show up, you need to make sure that you completed the CTRL F6 data on the PRAC screen.

5. **Misc. Purchase Receiving Report** – Member of receiving organization should create receiving report as soon as the goods/service are received. Follow screen instructions through option #12.

6. **Credit Card Monthly Statement –** (option #6) After your invoice has arrived from First USA, date stamp the date you received it. Review all charges and notate the obligation numbers for each charge on the invoice.
   Create your monthly statement. First F4 you will select your Credit Card Number account. Be careful with sequence #'s if you have more than one account. (i.e. accommodation check and visa charge card.)
   Statement Date will be the printed date on the invoice.
   Received Date will be the date you stamped the invoice received in your office.
   Credits: Any credits on your statement that were **previously PAID in a prior statement** will be processed first. If your credit and your charge appear in the same statement you will NOT process this credit. You will need to deobligate the obligation and free up the funds to effectively record the credit.
   (See Appendix D for credit module procedures.)

7. **Credit Card Approving Official** (#7, screen 2.046)– Upon completion and reconciliation of the monthly statement, cardholder submits invoice to their Approving official for signing. The Approving official will sign invoice manually and electronically in CEFMS.

8. Send signed invoice to CESWF-CT, POC: Gwen Musgrove.

APPENDIX C

TRAINING PAID WITH CREDIT CARD

Effective February, 1999, cardholders have the capability to record Training purchases on their VISA cards. This is for **ONLY Non-Governmental training.** (C2 PRACs only.) VISA is not the preferred method of payment, DD1556 is the preferred method. In the event, the vendor will not accept a DD1556, then the VISA can be used. If the vendor requires payment before training and there is enough time to get a check from the Finance Center before the training takes place, then that is the preferred method of payment.

Cardholders need to provide this information to their training coordinators.

The following steps should be performed in CEFMS.
Training Coordinators will create a DD1556 and get all Approvals.
(Resource code = TRAINING or TRNGNONGOV)
Create Training PRAC and get all approvals/certifications.
Obligate the Training PRAC – and approve.

THEN…….Training Coordinator will inform Cardholder to GO TO

3, 5, 5 (Obligations), 14 (convert SAACONS obligations to Credit card purchases)
Under No. 14 – this will convert the Training obligation over to a VISA obligation for continued processing.

Cardholder will continue with this obligation just like any other VISA obligation.

Receive and Invoice in the credit card screens.

APPENDIX D

CREDIT CARD CREDIT MODULE PROCEDURES

Credits: Any credits on your statement that were **previously PAID in a prior statement** will be processed first. If your credit and your charge appear in the same statement you will NOT process this credit. You will need to deobligate the obligation and free up the funds to effectively record the credit.

1. For those credit items that need to be processed, you will input the dollar amount of the first one and CTRL – F1. (screen 2.045A) The Total Credit Amt on Statement field will display the amount.

2. PAGE DOWN to the obligation field. F2/F3 query the obligation number of the credit payment.

3. Mark the obligation with a 'Y' and then enter the amount of the credit in the obligation credit field with a positive number.

4. Press END to save the record.

5. When credit has been saved, press F10 to return to the monthly statement field.

If you have another credit amount to process, then you will simply add it to the first amount already processed. You will be accumulating the credit total and processing one at a time.
Example: First credit = $10.00, Next credit = $5.00. The original credit to process will be $10.00 and then after you save it, change the credit total to $15.00 (10.00 + 5.00) and then process the additional $5.00.

6. Repeat the previous steps (1-5) for processing credits until all have been processed.

7. The obligations that the cardholder marked on the previous screen (credits) will show up with $0.00 in the STATEMENT AMOUNT field on screen 2.045. THE CARDHOLDER WILL THAN ENTER THE CREDIT AMOUNT FOR EACH OBLIGATION AS A MINUS FIGURE. [The recording of the credit requires both steps. #3 and #7]

8. The approver will enter the credit amount on his/her screen in menu option 7. The cardholder will have to notify their Approver if he/she has adjusted any amounts on the hard copy invoice so that the information can be recorded in the same way that the cardholder did.